

SELF-SERVICE CENTER

PROCEDURES: HOW TO FILE PAPERS WITH THE COURT FOR DISSOLUTION OF A NON-COVENANT MARRIAGE (DIVORCE) – WITH MINOR CHILDREN

STEP 1: Complete the “*Family Court / Sensitive Data Coversheet With Children*”.
(Do not copy this document.)

STEP 2: Make **2** copies of the following documents after you have filled them out:

- “*Summons*”
- “*Preliminary Injunction*”
- “*Petition for Dissolution of Non Covenant Marriage (Divorce) With Minor Children*”
- “*Notice of Right to Convert Health Insurance*”
- “*Order and Notice for the Parent Information Program*”
- “*Notice Regarding Creditors*”
- “*Affidavit of Minor Children*”

STEP 3: SEPARATE YOUR DOCUMENTS INTO THREE (3) SETS:

SET 1 - ORIGINALS FOR CLERK OF COURT:

- “*Family Court / Sensitive Data Cover Sheet With Children*”
- “*Summons*”
- “*Preliminary Injunction*”
- “*Petition for Dissolution of Marriage...*”
- “*Notice of Right to Convert Health Insurance*”
- “*Order and Notice for Parent Information Program*”
- “*Affidavit of Minor Children*”
- “*Notice Regarding Creditors*”
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SET 2 - COPIES FOR SPOUSE:

- “*Summons*”
- “*Preliminary Injunction*”
- “*Petition for Dissolution of Marriage...*”
- “*Notice of Right to Convert Health Insurance*”
- “*Order and Notice for Parent Information Program*”
- “*Affidavit of Minor Children*”
- “*Notice Regarding Creditors*”

SET 3 – COPIES FOR YOU:

- “*Summons*”
- “*Preliminary Injunction*”
- “*Petition for Dissolution of Marriage...*”
- “*Notice of Right to Convert Health Insurance*”
- “*Order and Notice for Parent Information Program*”
- “*Affidavit of Minor Children*”
- “*Notice Regarding Creditors*”

STEP 4: FILE THE PAPERS AT THE COURT:

GO TO the Clerk of Court filing counters at one of the following locations: The Court is open from 8:00 a.m.-5:00 p.m., Monday-Friday. You should go to the Court at least two hours before it closes.

The Clerk of the Superior Court
Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

The Clerk of the Superior Court
Northwest Court Complex
14264 West Tierra Buena Lane
Surprise, Arizona 85374

The Clerk of the Superior Court
Southeast Court Complex
222 East Javelina Avenue, 1st floor
Mesa, Arizona 85210

The Clerk of the Superior Court
Northeast Regional Court Center
18380 North 40th Street
Phoenix, AZ 85032

FEES: A list of current fees is available from the Self Service Center and the Clerk of the Court's website.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a deferral (payment plan) when you file your papers with the Clerk of the Court. Deferral Applications are available at no charge from the Self-Service Center.

PAPERS: Hand all three (3) sets of your court papers to the Clerk along with the filing fee.

MAKE SURE YOU GET THE FOLLOWING BACK FROM THE CLERK:

- Your Set of **Copies**
- Your Spouse's Set of **Copies**

STEP 5:

Read the packet at the Self-Service Center called "Service of Court Papers" that applies to your situation. This will explain how to serve the other party. Remember to file your Affidavit, Waiver or Acceptance of Service as soon as the Respondent is served.